



Date: October 20, 2021

Place: Zoom at 415 Water St. - Boardroom

| BOARD MINUTES | |
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| Present: Valdis Cuvaldin, John Lyons, Mary Reader, Jessica Drover, Sandra Hamilton, Jim Shipley, Krystina Cunnington, Drew Merrett, Paul Forget, Matthew Wilkins | |
| Staff Participants: Mark Graham, Ellen Watkins, Karen Wolff | |
| Regrets: Roger Hardy, Matthew Wilkins, Caroline Monsell, Heather Temple | |
| Guest(s): Jeff Cadence, Manager of Crisis Intervention Services/Safe Beds | |
| Chair: Valdis Cuvaldin Co-Chair: | Recorder: Karen Wolff, Executive Administrative Assistant |
| Item / Topic | Discussion / Decision / Action / Motion |
| Welcome and Introductions | <ul style="list-style-type: none"> Valdis Cuvaldin welcomed everyone to the board meeting There was no meeting in July. |
| 1. Call to Order | <ul style="list-style-type: none"> Call to order at 5:05pm. Quorum met. |
| 2. Land Acknowledgement | <ul style="list-style-type: none"> Land Acknowledgement presented by Valdis Cuvaldin |
| 3. Declaration of Conflict | <ul style="list-style-type: none"> None expressed. |
| 4. Approval of October 20, 2021 Agenda | <p>Motion: To approve the October 20, 2021 agenda as presented.</p> <p>Moved: Mary Reader</p> <p>Seconded: Drew Merrett</p> <p>Carried</p> |
| 5. Board Volunteer Hours | <ul style="list-style-type: none"> Board volunteer hours collected. (A) - Absent Caroline Monsell (7), Drew Merrett (4), Heather Temple (5), Jessica Drover (3), Jim Shipley (6), John Lyons (6), Krystina Cunnington (3), Mary Reader (4), Matthew Wilkins (15), Paul Forget (A), Roger Hardy (A), Sandra Hamilton (4), Valdis Cuvaldin (25) |
| Quality Improvement- Program Presentation | |
| 6. Crisis Intervention Services | <ul style="list-style-type: none"> Jeff Cadence, Manager of Crisis Intervention Services, presented a Quality Improvement (Q.I.) PowerPoint presentation to the board of directors identifying/highlighting: Crisis Intervention Services is a suite of supports for individuals experiencing a wide range of crises that includes a 24/7 crisis line, mobile crisis supports, short-term case management and a 6-bed, Safe Beds facility. Crisis Intervention Services is funded entirely by Ontario Health East (formerly the CE LHIN). A short-term stay is usually 10-12 weeks. The program provides clinical support to Curve Lake. Total number of crisis calls did not increase during Covid. |

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| | <ul style="list-style-type: none"> • In 2020 the Crisis Intervention team and the Safe Beds team were integrated into one program allowing for continuity of care for clients, equity among staff team, enhanced clinical sophistication of interventions and integrated scheduling and relief structure. • Through this integration, staff were cross-trained for both functions, a Residential Support Worker program and positions were created, schedules were created to maintain coverage and improve care, and dedicated night positions were established. • The integration of the two teams is a success, along with the development of the Residential Support Worker program. • Robust COVID-19 protocols were developed with no infections to date. • Challenges of the program include: <ul style="list-style-type: none"> - Staff attrition – 17 staff members with home positions within this program have departed for various reasons - Lengthy Restoration schedule due to the fire at 24 Paddock Wood in August 2019 - Supervision and administrative resources for 47 reports in a 24/7 operation • Lessons learned from the overall challenges: <ul style="list-style-type: none"> - Create a change plan that spans a 12 or 24 month period - Greater transparency, stepwise introduction of change - Have a structured mechanism in place for input and staff reactions • A Question and Answer period followed. • Presentation was well regarded by board members. |
| <p>7. Board Discussion on Q.I. Program Presentation</p> | <ul style="list-style-type: none"> • Jim asked, “Maybe clients wish to be vaccinated?” • Ellen advised that a healthcare provider guide will go out to the teams (to issue) and will monitor for volume of interest, and will coordinate with Public Health (i.e. clinics). |
| <p>8. Consent Agenda Acceptance a) Board Minutes from August 18, 2021 b) CEO Report</p> | <p>Motion: To accept the August 18, 2021 board minutes as presented in the Consent Agenda. Moved: John Lyons Seconded: Jessica Drover Carried</p> <ul style="list-style-type: none"> • Mark provided the following highlights from the CEO Report: <ul style="list-style-type: none"> - CMHA HKPR and Ross Memorial Hospital (RMH) submitted a funding application for New Adult Addictions Services Beds. If successful, 51 Adelaide St., in Lindsay (Harrison House) will be converted into 10 beds (5 detox and 5 treatment beds). - Proposal as per diem treatment is \$160 p/day instead of detox at \$300 p/day. - An overview surrounding the Mobile Mental Health & Addictions Clinic media release scheduled for October 28, 2021. - CMHA HKPR and the Peterborough Police Services submitted a funding application to enhance the |



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| <p>c) Special Board Meeting Minutes from September 22, 2021</p> | <p>Mobile Crisis Response team in Peterborough. The funding request is to increase capacity by 1 FTE nursing case manager and 1 FTE police officer.</p> <ul style="list-style-type: none"> - CMHA HKPR is in receipt of \$47,709.00 from the Ministry of Health Community Infrastructure Renewal Fund (CIRF). - Community Homes for Opportunity (CHO) was officially up and running October 1, 2021. CHO will provide housing in KL and Fenelon Fall for 36-38 residents. - CMHA HKPR is in receipt of \$20,000 to develop a Recovery College at CMHA from September 1, 2021 to August 2022 with support from Shoppers Drug Mart. <p>Motion: To accept the CEO Report as presented. Moved: Paul Forget Seconded: Mary Reader Carried</p> <p>Motion: To accept the September 22, 2021 Special Board Meeting minutes as presented in the Consent Agenda. Moved: Jim Shipley Seconded: Drew Merrett Carried</p> |
| <p>9. Item(s) Extracted from the Consent Agenda:</p> | <ul style="list-style-type: none"> • None |
| <p>10. Monthly Financial Report</p> <p>a) Statement of Revenue & Expense – Ministry Funded</p> <p>b) Statement of Revenue & Expense – Other Funded</p> <p>c) Statement of Revenue & Expense – Community Engagement</p> <p>d) Financial Report (Narrative) April 1, 2021 to September 30, 2021</p> | <ul style="list-style-type: none"> • Ellen Watkins reviewed the following financial statements with board members: • Statement of Revenue & Expense – Ministry Funded • Statement of Revenue & Expense – Other Funded • Statement of Revenue & Expense – Community Engagement • Financial Report – (Narrative) – April 1, 2021 to September 30, 2021 • The part time CFO team is working well with the finance team using improved methodologies allowing time for the finance team to redesign process flows that will maximize financial resources and expertise. • Will provide updated board reports through the finance committee in November. • Deficits in benefits of \$19,000 is reducing, gap is closing. • Benefit renewal will be completed in November, 2021 per Mark. • In good financial standing for the first six months. <p>Motion: To accept the above-noted Statements of Revenue & Expense and Financial Report for one month ending September 30, 2021.</p> |



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| | <p>Moved: Sandra Hamilton Seconded: Krystina Cunnington Carried</p> |
| 11. Urgent Matter | <ul style="list-style-type: none"> • None |
| Business Arising | |
| 12. a) None | <ul style="list-style-type: none"> • None |
| New Business | |
| 13. a) Strategic Plan - Update | <ul style="list-style-type: none"> • Laridae will provide the Organizational Self-Assessment Survey results, along with key informant, staff and client survey results at the Board Pre-retreat on October 27 at 6:00 p.m. • A reminder that the Board Retreat takes place over the following two days: <ul style="list-style-type: none"> - Wednesday, November 10 – 5-8:00pm - Wednesday, November 17 – 5-8:00pm • Strategic Planning surveys surpassed 200. Good feedback for our new strategic goals and objectives per/Mark. |
| 13. b) CMHA National AGM Summary | <ul style="list-style-type: none"> • The CMHA National AGM Summary has been deferred to the December 8 board meeting. Matt unable to attend tonight’s board meeting to report. <p>Action: Matt will provide a Summary report on the CMHA National AGM at the December 8 board meeting.</p> |
| 13. c) CMHA Ontario AGM Summary | <ul style="list-style-type: none"> • John Lyons attended the 69th CMHA Ontario AGM and provided a summary report to board members. • Assistant Deputy Health Minister Tibollo attended. • Over 500,000 people are currently not working due to mental health. • CMHA Ontario and the AMO (Association of Municipalities of Ontario) have entered into a Memorandum of Understanding (MOU) surrounding mental health. |
| 13. d) CMHA HKPR – By-Laws 5th Amendment Sections 14b, 16, 37 and By-Laws Section 10, 20, 22 | <ul style="list-style-type: none"> • Jim Shipley advised that upon further review of CMHA HKPR By-Laws 5th Amendment Section 16, the following language is redundant and has suggested to remove: <i>“From the initial Directors, one-third (1/3) rounded up to the nearest whole number shall serve for a term of three (3) years, one-third (1/3) rounded up to the nearest whole number shall serve for an initial term of two (2) years and one-third (1/3) rounded down to the nearest whole number shall serve for a term of one (1) year”.</i> • Jim is also suggesting that Sections 10, 20 and 22 be removed. • Mary agrees with Jim that the one-third language be removed. • Mark advised that the original intent for this language was to develop a succession plan. • It was expressed that we should endeavor to have diverse representation included in the by-laws. |



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| | <ul style="list-style-type: none"> • Jim advised that the By-law Committee will meet to discuss further and then bring suggested revisions to the December 8 board meeting. <p>Action: The By-Law Committee will meet further to discuss above-noted suggestions/revisions and report back to the board at the December 8, 2021 board meeting.</p> |
| <p>13. e) Future Number of Board Membership</p> | <ul style="list-style-type: none"> • Valdis advised that as of October 20, 2021 there are currently (13) active board members including the Past President and Roger Hardy who is currently on a leave until spring, 2022. • CMHA HKPR By-Laws – Directors - Section 14. a) states: <ul style="list-style-type: none"> - Number: The affairs of the Branch shall be managed by a Board of Directors, consisting of not less than eight (8) and not more than fourteen (14) plus the Past President. |
| <p>13. f) Diversity, Equity and Inclusion Training Summary</p> | <ul style="list-style-type: none"> • In follow-up to the Board of Director’s September 2021 Diversity, Equity and Inclusion (DEI) training, Karen Wolff suggested posting monthly DEI topics of interest to the board agenda/package as a method of receiving continuous DEI education. • Board members agreed with the above-noted suggestion. |
| <p>13. g) Board Pre-retreat and Board Retreat Dates</p> | <ul style="list-style-type: none"> • Board Pre-retreat: October 27 - 6:00-7:30pm • Board Retreat #1: November 10 – 5:00-8:00pm • Board Retreat #2: November 17 – 5:00-8:00pm |
| <p>13. h) Chloë Fund</p> | <ul style="list-style-type: none"> • Mark provided board members with an overview of a newly created foundation, called the Chloë Fund. • This fund was created to honour and memorialize a beloved granddaughter, with hopes to assist other young people with their mental health. • A donation of \$20,000 was contributed to start the fund. • All funds will go to the Early Psychosis Intervention Program (EPI). • The Chloë Fund will appear on the CMHA HKPR website with hope that the fund will eventually be self-sustaining. • The two dots over the ‘e’ in Chloë were very important to her and are to be used in all communications. |
| <p>13. i) Board Bio’s and Pics</p> | <ul style="list-style-type: none"> • In follow-up to earlier board meeting discussions, the board has been asked to please forward their Bio’s by the end of November. • Karen to send out a template for board members to follow. • Karen will take pictures of board members as they attend board meetings in person. <p>Action: Karen to send out a bio template to board members.</p> |
| <p>13. j) Balanced Scorecard</p> | <ul style="list-style-type: none"> • Ellen reviewed the Q2 Balanced Scorecard from July 1 to September 30, 2021 with board members. • To date, actual Retention Rate is 96%. • Two medication labelling errors |



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| | <ul style="list-style-type: none">• Four client Incidents – (i.e. falls)• Two staff incidents (car accidents)• Ellen advised that a staff at risk safety group are reviewing (6) policies with clients for Risk Management.• Some of the safeguards in place are to protect self and remove self, working with police.• All incidents have debriefs – did well, do better – mitigating risks. <p>Motion: To receive and approved the Q2 Balanced Scorecard from July 1 to September 30, 2021 as presented. Moved: Jessica Drover Seconded: Mary Reader Carried</p> |
| Correspondence | |
| 14. a) MCCSS Transfer Payment Annual Reconciliation – March 31, 2021 | <ul style="list-style-type: none">• Mark reviewed the Ministry of Children, Community and Social Services (MCCSS) Transfer Payment Annual Reconciliation (TPAR) for 2020-21 with the board.• \$19, 995.00 is being returned as overpayment to the MCCSS.• CMHA HKPR will make adjustment in subsequent year. <p>Motion: To receive and approve the MCCSS Transfer Payment Annual Reconciliation as presented. Moved: Sandra Hamilton Seconded: Drew Merrett Carried</p> |
| In Camera Session | |
| 15. a) IN Camera Agenda (under separate cover) | <p>Motion: To move ‘In Camera’ Moved: Mary Reader Seconded: Paul Forget Carried</p> <p>Motion: To move ‘Out of Camera’ Moved: Paul Forget Seconded: Drew Merrett Carried</p> <p>Rise & Report: To accept HR Report as presented. Moved: Jessica Drover Seconded: Jim Shipley</p> |



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| | Carried |
| Anything Else: | |
| 16. Round Table Discussions | <ul style="list-style-type: none">• None |
| 17. Adjournment | Motion: Adjourned at 7:53pm Moved: Mary Reader |